Glossary of BEACON HR/Payroll Related Terms

Term	Definition
ASAP	Accelerated SAP; a methodology developed by SAP to speed up ERP implementation projects and keep costs under control.
As-Is Processes	Current State of North Carolina business processes.
BEACON	Building Enterprise Access for North Carolina's Core Operation Needs; a multi-year program to modernize and standardize key business practices in human resources, payroll, budget management, taxation, data storage, and accounting.
BEACON Support Team (BST)	A group of individuals within each agency whose role it is to lead and manage the BEACON HR/Payroll Project implementation within the agency to meet project objectives and schedule.
BEACON Support Team Change/Workforce Transition Agent	Facilitate and execute BEACON HR/Payroll organization design and workforce transition strategies and plans.
BEACON Support Team Communication Agent	Facilitate and execute BEACON HR/Payroll communication strategies and plans.
BEACON Support Team Infrastructure / Readiness Agent	Identify and coordinate system interfaces, desktop, mail system and network requirements with BEACON HR/Payroll Project IT Team.
BEACON Support Team Lead	Coordinates, tracks, and monitors execution of agency-specific tasks in the BEACON HR/Payroll Project Plan. Serves as primary day-to-day contact with the BEACON Project Team.
BEACON Support Team Sponsor	Maintain accountability for executing agency or university-specific plans and tasks in support of BEACON HR/Payroll Project implementation activities
BEACON Support Team Training Agent	Facilitate and execute BEACON HR/Payroll training strategies and plans.
BearingPoint	The vendor selected to assist the State with the implementation process.
Blueprint/Business Blueprint	Phase 2 of the ASAP process; during this period the project team will identify the State of North Carolina's organizational structures, design new business process, install the SAP software, and begin training in it for the team.
Change Management	The process of developing a planned approach to change in an organization, dealing primarily with the human aspect of change.
Change Management Oversight Committee (CMOC)	Sets direction for the BEACON HR/Payroll Project change management approach; makes recommendations to BEACON PMO regarding change management issues. Made up of seven members from OSC, OSP, and OSBM.
Configuration	The process of establishing SAP's ERP software settings to support specific business rules, validations, and default values for North Carolina.
Employee Self Service (ESS)	An application system for personal business needs. For example, changing an address, submitting time, looking up benefit details, looking at a pay stub, etc.

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End User	Individuals who will directly depend on and use information contained in the new system. These users will utilize the State of North Carolina tools for entering data, viewing sets of information, running reports, and managing business processes, among other tasks.
Enterprise Portal/Portal	The custom home page for each user of the State of north Carolina - in essence, their own personal point of entry to the new mySAP ERP system.
Enterprise Resource Planning (ERP)	Commonly referred to as "ERP," this is a collection of software applications that use a common database to integrate an organization's business processes. The ERP is the product that the State of North Carolina has procured from SAP (the company).
Final Preparation	Phase 4 of the ASAP implementation methodology; during this phase, the team will complete its last activities before each module goes live. These will include final testing of the new system and training those who will be using it.
Gap Analysis	A comparison of the "as-is" and the "to-be" processes that occurs during the Blueprint phase (Phase 2). A gap analysis will help the BEACON HR/Payroll Project Team identify which processes from one do not fit within the constraints of the other, and the business blueprint at the end of Phase 2 will offer proposals to resolve these issues.
Go-Live & Support	The fifth and final phase of the implementation project. This is when the system will be moving into actual production. At this point, the State of North Carolina's legacy software applications will be retired or phased out and the new mySAP ERP system will be fully functional.
Integrated System	Two or more system components merged together to behave as a single system that share a common database. Increasingly, the term "integrated software" is reserved for applications that combine functions like budget, accounting and procurement into a single package.
Integration	Allows data to flow freely from one business area to another without having to pass through time-consuming and trouble-prone interfaces. Integration also enables the maintenance of data from various sites.
Legacy Applications	The numerous and dated computer programs currently being used by state agencies. The mySAP ERP software will eventually replace those involving human resources, payroll, budget management, accounting, and tax/revenue.
Legacy System	The old system that will be replaced by the SAP R/3 System.
Manager Self Service (MSS)	An application system for managerial business needs such as approving time or vacation.
mySAP ERP 2005	The product name of SAP's human resources and payroll ERP components. 2005 is the version that will be installed at the State of North Carolina during the BEACON implementation.
Project Management Office (PMO)	The group composed of project leadership from both the State of North Carolina/BEACON and BearingPoint that oversees the implementation project.
Project Preparation	Phase 1 of the ASAP implementation process. During this time, the project team is organized and participates in team-building exercises, project kickoff takes place (April 7, 2006 in the instance of the BEACON HR/Payroll Project implementation), initial planning begins, and the team starts to learn about the SAP software.
Project Steering Committee (PSC)	Provides direction consistent with overall BEACON HR/Payroll Project goals; provides highest level of escalation for issues resolution and scope changes. Made up of five members.

Term	Definition
R/3	Realtime System 3; the core component of earlier versions of SAP's ERP software upon which all its individual parts are built. The name was changed to ECC with the release of the newer mySAP ERP 2005, which is the version the State of North Carolina will have installed.
Realization	Phase 3 of the ASAP methodology; during this time, the project team will configure the HR and payroll modules, and implement processes defined in the blueprint that was developed in Phase 2. This is when the State of North Carolina's current data will be converted from its present location to a new database, from which it will be accessed by the mySAP ERP software.
Roadmap	A key component of the ASAP process, this defines a systematic approach that incorporates a project plan to an SAP implementation. The ASAP Roadmap is a step-by-step guide that is comprised of five specific phases: Project Preparation, Business Blueprint, Realization, Final Preparation, and Go-Live & Support.
SAP	The ERP software vendor selected by the State of North Carolina.
Scope	A measurable definition of BEACON's goals, resources, timing, and desired outcome.
Stakeholder	A person, department, or organization that has an interest in the success of the BEACON implementation project.
Standardization Advisory Committee (SAC)	Defines and documents strategy to standardize BEACON HR/Payroll business processes and makes implementation recommendations. Made up of 16 members from across a number of agencies.
Subject Matter Expert (SME)	A member of a BEACON functional team or agency that provides second- and third-level resolution with configuration and business process incidents, problems, and change requests.
To-Be Processes	The new business processes for the State of North Carolina brought about by the BEACON Project.
User Acceptance Testing (UAT)	User Acceptance Testing; the final stage of functional testing before the Go Live phase. Users from across all agencies will be asked to participate in this testing process.